

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, AUGUST 19, 2020; 4:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS & CORRESPONDENCE TO THE BOARD
- III. PUBLIC HEARING ON FISCAL YEAR 2021 BUDGET AND 2020 PROPERTY TAX LEVY
- IV. CHAIR'S COMMENTS
 - NEW BOARD MEMBER
 - Jack Schmitt - City of East Lansing
- V. CHIEF EXECUTIVE OFFICER'S REPORT
 - DISABILITY NETWORK CAPITAL AREA PRESENTING COMMUNITY PARTNER OF THE YEAR AWARD
 - Mark Pierce, Executive Director
 - Kellie Blackwell, Program Manager
- VI. ACTION ITEMS – PROPOSED CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF JULY 15, 2020, BOARD MEETING
 - B. APPROVAL OF TREASURER'S REPORT FOR JUNE 2020
 1. Interim Income Statement
 2. Cash Summary
 3. Investments
 4. Fifth Third Investment Account Reconciliation
 - C. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 15)

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 15 to the Student Housing Transit Services Agreement for the period from August 1, 2020, through July 31, 2021, for extended public transit services, on such terms and

conditions as the Board Chair and Chief Executive Officer deem necessary.

D. RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint George Hanley to a three-year term through August 2023; Jerome (JJ) Jackson to a three-year term through August 2023; Deb Wiese to a three-year term through October 2023 and Diana Paiz-Engle to a three-year term through December 2023.

VII. ACTION ITEM - DISCUSSION AGENDA

A. 2020 PROPERT TAX LEVY

PROPOSED MOTION: That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2020 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

B. FISCAL YEAR 2021 BUDGET APPROVAL

PROPOSED MOTION: That the CATA Board of Directors, as its general appropriations act, adopts the following resolutions:

1. The proposed Operating and Capital Budget for Fiscal Year 2021, upon which public hearing was held at a regular meeting of the Board on August 19, 2020, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities of the Authority for its Fiscal Year 2021 (October 1, 2020, through and including September 30, 2021).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2020 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 19, 2020, are for the purpose of defraying the expenditures and meeting the liabilities of the Authority in providing public transportation.
3. The CEO/Executive Director shall have authority within the overall budget to manage operations and the capital program, as well as to make transfers to and from invested funds, to facilitate daily operations and meet cash flow needs without further approval of the Board.

4. The annual goals and objectives and the organization charts as presented with the budget for Fiscal Year 2021 are approved.

VIII. OLD BUSINESS

IX. NEW BUSINESS

- NOMINATING COMMITTEE REPORT

X. PUBLIC COMMENT

XI. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

PROPOSED MOTION: That this Board meeting go into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

XII. ADJOURNMENT

CORRESPONDENCE TO THE BOARD

AUGUST 19, 2020

1. Email from Arthur Slabosky

August 10, 2020

Tina Orlando

From: info@cata.org
Sent: Monday, August 10, 2020 1:38 PM
To: Cata Board
Subject: Contact CATA Board Form Submission

Follow Up Flag: Flag for follow up
Flag Status: Flagged

A new message from the Contact CATA Board form has been submitted.

Name: Arthur Slabosky

Email: artbentoby@sbcglobal.net

Message:

The sign for the nearest bus stop to my house, on route 26, is hidden when leaves are on the tree that grows there. This is the case today. I called up three times about this during 2019 and talked to the phone-answerer. No one has done anything or called me back about this. The stop is a long way south of the nearest corner, and there is plenty of room to put it somewhere else where the sign can be seen all year.

I could call the city to trim the tree, but I don't see a need to damage a healthy tree.

Can you get something happening from the Board ..esp. my East Lansing represenatives, Shanna or Nathan?
The location is Southbound Abbott at Abbot Woods Drive, South of Bessemaur.

MINUTES OF THE
CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, JULY 15, 2020; 4:00 P.M.

PRESENT: Nathan Triplett, Chair
Douglas Lecato, Vice Chair
Dusty Fancher, Secretary/Treasurer
Derek Melot
Mark Grebner
Dion'trae Hayes
Jennie Gies
Donna Rose
Shanna Draheim
John Prush
Dan Opsommer

ABSENT: None

CALL TO ORDER:

Nathan Triplett, Chair called meeting to order at 4:02 p.m.

ROLL CALL: All present

CHAIR'S COMMENTS:

Chair Triplett instructed all participants on the meeting format and appreciated CATA's services during COVID-19.

Chair Triplett stated under CATA's policy, in July 2020 they are required to appoint a Nominating Committee for the purpose of nominating members who wish to serve as Chair, Vice Chair and Secretary/Treasurer of the Board. Nathan recommended Dan Opsommer, Jennie Gies, and Derek Melot to serve as the upcoming Nominating Committee. These three (3) board members have graciously agreed to serve in this capacity with Dan Opsommer chairing the committee.

MOTION:

A motion to approve the appointment of Dan Opsommer, Jennie Gies, and Derek Melot board members to serve as the Nominating Committee in the upcoming year with Dan Opsommer chairing the committee was moved by Dion'trae Hayes and supported by Doug Lecato.

ROLL CALL VOTE: The motion carried unanimously.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett noted the email that was sent to the Board.

Public Comments

Deb Parrish thanked everyone for allowing her to speak at the CATA Board Meeting. She would like for someone to explain how the buses are being sanitized to prevent

the spread of COVID-19. As an essential worker with compromised symptoms, Ms. Parrish would like to know how safe it is to travel on Spec-Tran. She also commented on job sharing with unemployment benefits in order to reduce staff and services downtown. Ms. Parrish recognized CATA and the Union not having a contract. She implored each side of the bargaining teams to work together as they have done during the pandemic and get a contract signed.

CHIEF EXECUTIVE OFFICER'S REPORT

Alleged Incident

Mr. Funkhouser informed the Board about an alleged incident that took place in downtown Lansing at the Capital where protesters claimed a bus driver hit a protestor. The incident is being investigated and the driver is now on leave till further notice. Lolo Robison, Director of Marketing and Customer Experience released CATA's response to the press.

COVID-19

Mr. Funkhouser commented on a recent COVID-19 exposure. Last week, CATA was notified by the Ingham County Health Department that a positive rider had been on several CATA bus trips from late June to beginning of July. CATA immediately notified other riders of their potential exposure and put out a press release. In keeping communication with the Ingham County Health Department, CATA has learned that the exposure has been linked to two (2) positive cases.

Kiosk Check-In

CATA will soon have self-check-in kiosks located in all CATA facilities. The self-check-ins will contain screening forms and temperature scans to screen all employees before they begin their shift.

CARES Act Grant

Mr. Funkhouser spoke on the WILS, *Morning Wake-Up* with Dave Akerly about CATA being awarded \$18.3 million from the CARES Act. The pending electronic paperwork has received some press release from members of Congress. Mr. Funkhouser explained to Mr. Akerly how well CATA has done collectively battling COVID-19 without any lay-offs.

Ridership

Ridership has leveled off at approximately 6,500 rides per day with non-Spartan Service. Typically, ridership would be at about 16,000 rides per day with non-Spartan Service. CATA will work with MSU to put out a fall schedule. In a safety meeting last week, the Union agreed that CATA will need to scale down service in order to provide flexibility to all drivers and riders.

COVID-19 Testing

CATA has been in contact with Ingham County Health Department to provide testing services for those in need of transportation to testing sites. CATA is working on a plan and hopes to have a solution soon.

CATA Transportation Center (CTC)

Mr. Funkhouser met with Jan Bidwell, a social worker from the Lansing Police Department, at the CTC to discuss options for expanding the CTC. The two (2) discussed ways to train new social workers including having more interns and finding a new location.

PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF JUNE 17, 2020, BOARD MEETING

B. APPROVAL OF TREASURER’S REPORT FOR MAY 2020

1. Interim Income Statement
2. Cash Summary
3. Investments
4. Fifth Third Investment Account Reconciliation
5. PUBLIC RELATIONS SERVICES

C. PUBLIC RELATIONS SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Martin Waymire for Public Relations Services, for a five-year term with an option to renew for an additional five-year period, for an amount not to exceed the approved annual Operating Budget for such services as the Board Chair and the Chief Executive Officer deem necessary.

D. CONTRACT EXTENSIONS

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the contract extensions for Brinks Incorporated, Van Wyke Risk Solutions and Gravity Works, on such terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

E. RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to reappoint Lillie Mae Flannery to a three-year term through June 2023.

F. FAREBOX UPGRADE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Director, Bradley T. Funkhouser to enter into a contract with SPX’s division Genfare to

replace the remaining 87 Odyssey fareboxes with FastFare fareboxes. To include an increase number of spare parts, have five (5) immediate replacement FastFare fareboxes on-hand, upgrade one probe for FastFare compatibility, provide three (3) units for our training room and provide supporting equipment at an anticipated cost of approximately \$1,800,000.

Shanna Draheim requested to have Action Item C to be removed for discussion.

Donna Rose requested to have Action Item E to be removed to discussion.

MOTION:

Dusty Fancher motioned to have Consent Agenda with Action Item C, PUBLIC RELATIONS SERVICES and ACTION ITEM E, RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE, removed for discussion and Doug Lecato supported the motion.

ROLL CALL VOTE: The Board unanimously approved the Consent Agenda with Action Item C and E removed for discussion.

DISCUSSION AGENDA

A. PUBLIC RELATIONS SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Martin Waymire for Public Relations Services, for a five-year term with an option to renew for an additional five-year period, for an amount not to exceed the approved annual Operating Budget for such services as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Dusty Fancher motioned to approve Discussion Agenda Item A, PUBLIC RELATIONS SERVICES and Doug Lecato supported the motion.

DISCUSSION:

Shanna Draheim inquired about the five (5) year term.

Mr. Funkhouser stated that the five (5) year term is standard.

Lolo Robison concurred with Mr. Funkhouser and added that CATA has the ability for an additional five (5) years. The contract timeframe allows for continuity and consistency within an agency. Ms. Robison also stated that CATA has developed a good relationship with Martin Waymire and they have done an excellent job.

Doug Lecato inquired about Martin Waymire's rate being dependent on the term.

Mr. Funkhouser replied no, the rate is not affected by the term.

Mark Grebner noted to the Board that he has worked with Martin Waymire but in no way related to CATA.

ROLL CALL VOTE: The motion carried unanimously except for Derek Melot who abstained.

B. RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to reappoint Lillie Mae Flannery to a three-year term through June 2023.

MOTION:

Doug Lecato motioned to approve Discussion Agenda Item B, RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE and Shanna Draheim supported the motion.

DISCUSSION:

Donna Rose inquired about the Local Advisory Committee's terms and stated the importance of having continued diversity among the members.

Mr. Funkhouser appreciated Donna's remarks and stated for anyone interested in being part of the LAC to reach out to Craig Frazier and fill out an application.

ROLL CALL VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Deb Parrish inquired that the next meeting start five (5) minutes early so that she has more time to type her comments. Last month, she was unable to complete her second comment. Ms. Parrish stated that Michigan still has 30% of its census forms still uncompleted. She expressed that every dollar is needed to go towards critical services and everyone needs to voice their opinions and vote. Ms. Parrish also requested that a CATA representative get a hold of her and explain how the busses are being sanitized.

EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

PROPOSED MOTION: That this Board meeting go into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU,

Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

MOTION:

A motion was made by Shanna Draheim and supported by Jennie Gies to approve going into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

ROLL CALL VOTE: The motion carried unanimously.

The Executive Session began at 4:39 p.m. and adjourned at 4:55 p.m.

ADJOURNMENT

There was no further business, Chair Triplett adjourned meeting at 4:55 p.m.

Respectfully Submitted,

Dusty Fancher
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending June 30, 2020**

	June Actual	June Budget	Variance	% Variance	FY 2020 Actual YTD	FY 2020 Budget YTD	Variance	% Variance	FY 2020 BUDGET	% of Fiscal Year Completed 75.0%	% Annual Budget Revenues/Expense
REVENUES											
Farebox	\$ 78,464	\$ 293,542	\$ (215,078)	-73.3%	\$ 1,616,932	\$ 2,641,875	\$ (1,024,943)	-39%	\$ 3,522,500		45.9%
Contracted Services	2,000	25,417	(23,417)	-92.1%	2,295,335	3,417,628	(1,122,293)	-33%	4,405,000		52.1%
Property Tax	1,842,053	1,871,333	(29,280)	-1.6%	16,819,407	16,842,000	(22,593)	0%	22,456,000		74.9%
State Revenue	1,367,951	1,505,833	(137,882)	-9.2%	13,185,209	13,552,500	(367,291)	-3%	18,070,000		73.0%
Federal Revenue	106,181	129,741	(23,560)	-18.2%	955,629	1,167,666	(212,037)	-18%	1,556,888		61.4%
Other Revenue	37,826	63,417	(25,591)	-40.4%	835,248	648,527	186,721	29%	861,000		97.0%
TOTAL REVENUES	\$ 3,434,475	\$ 3,889,282	\$ (454,807)	-11.7%	\$ 35,707,760	\$ 38,270,196	\$ (2,562,436)	-7%	\$ 50,871,388		70.2%
EXPENSES											
Labor	\$ 1,452,119	\$ 1,781,091	\$ 328,972	18.5%	\$ 15,571,626	\$ 16,029,815	\$ 458,189	3%	\$21,373,087		72.9%
Fringe Benefits	840,332	1,051,041	210,709	20.0%	8,875,678	9,475,868	600,190	6%	12,628,791		70.3%
Services	258,932	265,733	6,802	2.6%	2,701,451	2,391,600	(309,851)	-13%	3,188,800		84.7%
Materials & Supplies	289,150	399,225	110,075	27.6%	2,645,725	3,593,025	947,300	26%	4,790,700		55.2%
Utilities	45,013	66,050	21,037	31.9%	566,652	594,450	27,798	5%	792,600		71.5%
Casualty & Liability	104,457	83,333	(21,124)	-25.3%	804,981	750,000	(54,981)	-7%	1,000,000		80.5%
Purch. Transportation	816,178	743,833	(72,345)	-9.7%	6,566,701	6,694,500	127,799	2%	8,926,000		73.6%
Miscellaneous	33,182	78,233	45,051	57.6%	560,445	706,600	146,155	21%	953,800		58.8%
Interest Expense	159	292	133	45.5%	1,764	2,625	861	33%	3,500		50.4%
Depreciation	232	-	(232)	--	2,098	-	(2,098)	--	0		--
TOTAL EXPENSES	3,839,754	4,468,832	629,078	14.1%	38,297,121	40,238,484	1,941,362	5%	\$ 53,657,278		71.4%
NET INCOME (LOSS)	\$ (405,279)	\$ (579,549)	\$ 174,271		\$(2,589,362)	\$ (1,968,287)	\$ (621,074)		\$ (2,785,890)		

Interim statements are subject to adjustments and year-end audit

**Capital Area Transportation Authority
 Treasurer's Report
 Cash Activity During the Month**

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06/01/2020 - 06/30/2020

Cash Balance - 06/01/2020	\$ 3,757,311
Disbursements	(6,319,858)
Receipts	5,063,478
Adjustments	-
Cash Balance - 06/30/2020	\$ 2,500,930

Disbursements:

Cash Disbursements Register	\$ (4,575,271)
Payroll	(1,407,290)
Healthcare (BlueCross Blue Shield)	(333,687)
Transfers To the ASU Claims Account	(3,610)
Transfers To the Investment Account	-
Total Cash Disbursements	\$ (6,319,858)

Receipts:

Cash Receipt Register	\$ 3,063,478
Transfers From the Investment Account	2,000,000
Total Cash Receipts	\$ 5,063,478

Adjustments:

Misc. Items	\$ -
Total Cash Adjustments	\$ -

Capital Area Transportation Authority
 Treasurer's Report
 Cash and Investment Balances & Interest Earned

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06/01/2020 - 06/30/2020

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,500,930	9.11%
FIFTH THIRD BANK - ASU Claims Account	23,892	0.09%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>24,920,777</u>	90.80%
TOTAL	<u><u>\$ 27,445,599</u></u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 71,270
OTHER BANKS	-
TOTAL	<u><u>\$ 71,270</u></u>

Monthly Average Rate of Return	0.2597%
Annual Average Rate of Return	3.116%

Interim statements are subject to adjustments and year-end audit

Capital Area Transportation Authority
 Treasurer's Report
 Fifth Third Bank Investment Account Reconciliation

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06/01/2020 - 06/30/2020

Market Value at the Beginning of the Period - 06/01/2020		\$ 26,919,504
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		(2,000,000)
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 73,169	
Accrued Interest Paid	-	
Administrative Expenditures	(1,899)	
Total Net Income/Loss & Expenditures		71,270
<u>Realized Gains or (Loss) From Sales</u>		-
<u>Market Appreciation</u>		
End of Period	\$ 59,088	
Beginning of Period	(92,525)	
Unrealized Gain/(Loss) from Market Appreciation		(33,436)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (148,953)	
Current Accrued Income (+)	112,392	
Net Change from Accrued Income		(36,561)
Market Value at the End of the Period - 06/30/2020		<u>\$ 24,920,777</u>

Interim statements are subject to adjustments and year-end audit

NOTE:

The Fifth Third Bank Investment Account includes investments in the Federated Government Obligations Fund, Institutional Shares, considered as cash equivalents with a stable market value, and short term fixed income investments in federal and Michigan municipal securities that have market values that may fluctuate prior to redemption or early call dates.

ACTION ITEM – EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 15)

Since 2002, CATA has extended Route 26 public transit service to apartment complexes (the "Facilities") located north of Lake Lansing Road in East Lansing and Bath Township. This service has been subsidized by the owners of the Facilities through the Student Housing Transit Services Agreement (the "Agreement"). The initial term of the Agreement expired in May 2007, with provision for annual extensions, subject to mutual agreement on service hours and other specific terms. The current extension, Addendum 14, was a three year agreement, expired on July 31, 2020.

In preparation for Addendum 15 and in order to continue the Agreement for another year through July 31, 2021, Staff has contacted management at the facilities to confirm ownership and management status, their desire to continue the service, and the expected occupancy at each of the sites.

Staff expects to complete discussions with the owners soon and reach an agreement on Addendum 15. Revenue under Addendum 15 is projected to be \$672,000.

Staff recommends that the Board adopt the proposed motion set forth below:

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 15 to the Student Housing Transit Services Agreement for the period from August 1, 2020, through July 31, 2021, for extended public transit services, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE

The Local Advisory Committee ("LAC") is a committee of consumers and interested parties who advise the Board of Directors on public transportation issues relevant to seniors and persons with disabilities. In accordance with 1951 PA 51, 50% of the membership of the LAC must be seniors or persons with disabilities. Membership terms are three (3) years and have staggered expiration dates.

At the August, 2020 LAC meeting, George Hanley, Jerome (JJ) Jackson, Deb Wiese and Diana Paiz-Engle were unanimously approved for reappointment to the LAC for three-year terms.

Mr. Hanley's current term expires in August 2020. Mr. Hanley has served on the LAC for a number of years. He represents persons with disabilities and is a resident of Delta Township.

Mr. Jackson's current term expires in August 2020. Mr. Jackson has served on the LAC for a number of years. He represents persons 65 years and older and is a resident of Meridian Township.

Ms. Wiese's current term expires in October 2020. Ms. Wiese has served on the LAC for a number of years. She represents persons with disabilities years and is a resident of East Lansing.

Ms. Paiz-Engle's current term expires in December 2020. Ms. Paiz-Engle has served on the LAC for a number of years. She represents persons with disabilities years and is a resident of Meridian Township.

CATA Board approval is sought to renew the appointment of George Hanley, Jerome (JJ) Jackson, Deb Wiese and Diana Paiz-Engle as members of the CATA LAC.

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint George Hanley to a three-year term through August 2023; Jerome (JJ) Jackson to a three-year term through August 2023; Deb Wiese to a three-year term through October 2023 and Diana Paiz-Engle to a three-year term through December 2023.

ACTION ITEM - 2020 PROPERTY TAX LEVY

At the August 19, 2020 Board meeting, a public hearing was held on the Fiscal Year 2021 Budget and the 2020 Property Tax Levy.

Staff recommends that the Board of Directors adopt the following proposed motion as set forth below.

PROPOSED MOTION: That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2020 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

ACTION ITEM – FISCAL YEAR 2021 BUDGET APPROVAL

At the August 19, 2020 Board meeting, a public hearing was held on the Fiscal Year 2021 Budget and the 2020 Property Tax Levy.

Staff recommends that the Board of Directors adopt the following proposed motion as set forth below.

PROPOSED MOTION: That the CATA Board of Directors, as its general appropriations act, adopts the following resolutions:

1. The proposed Operating and Capital Budgets for Fiscal 2021, upon which public hearing was held at a regular meeting of the Board on August 19, 2020, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities of the Authority for its Fiscal Year 2021 (October 1, 2020, through and including September 30, 2021).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2020 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 19, 2020, are for the purpose of defraying the expenditures and meeting the liabilities of the Authority in providing public transportation.
3. The CEO/Executive Director shall have authority within the overall budget to manage operations and the capital program, as well as to make transfers to and from invested funds, to facilitate daily operations and meet cash flow needs without further approval of the Board.
4. The annual goals and objectives and the organization charts as presented with the budget for Fiscal Year 2021 are approved.

INFORMATION ITEMS

AUGUST 19, 2020

1. JUNE RIDERSHIP REPORT
2. JUNE RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JULY 2020
4. LAC MINUTES FOR JUNE 2020

JUNE 2020 RIDERSHIP REPORT

<u>Total system rides – June:</u>	<u>192,394</u>
Average weekday system ridership	7,300
Average weekday system ridership change 6/20 to 6/19	-11,950

	<u>6/20 v. 6/19</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	-59.1%	-277,434
Monthly Urban Fixed-Route change	-58.4%	-220,289
Monthly MSU campus ridership change	NA	-5,182
Monthly Spec-Tran ridership change	-52.5%	-15,046
Monthly Total Paratransit ridership change	-58.5%	-22,525

Note: On June 15, CATA implemented regular fixed route summer service with the exception of Route 32. Fare free service was in place from March 18 to June 14. Fares were reinstated on June 15.

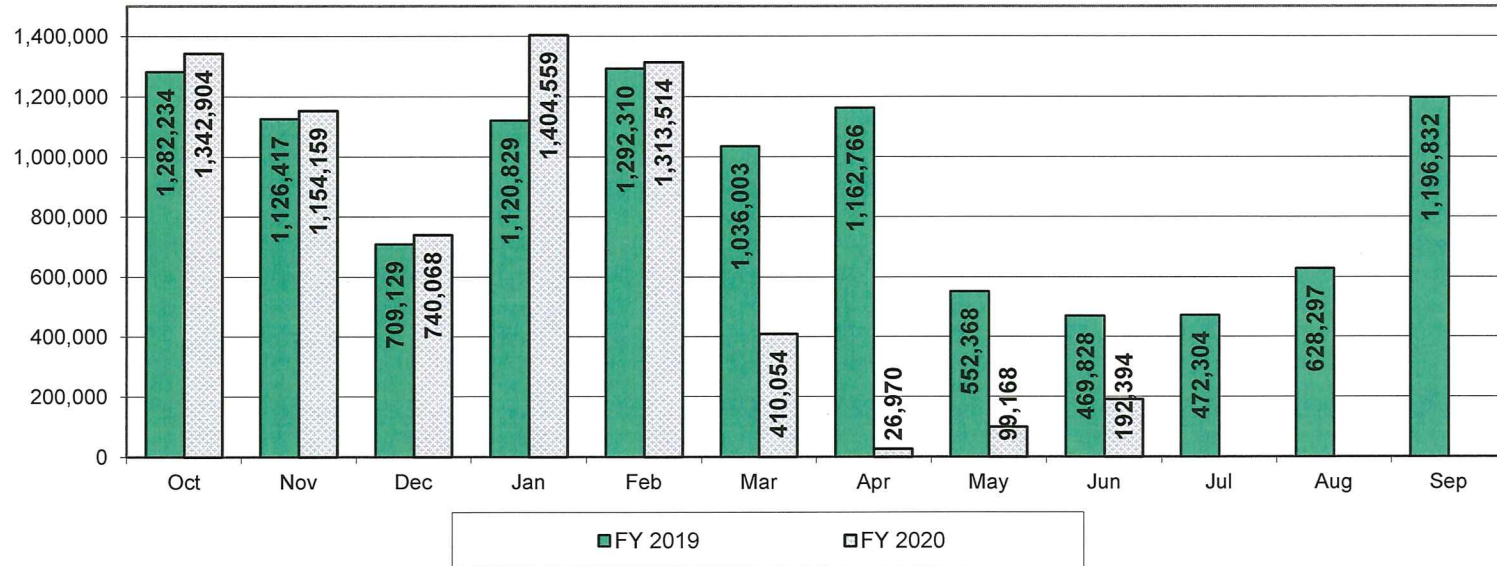
FY 2020 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2020:</u>	<u>6,683,790</u>
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	<u>FY 2020 vs. FY 2019</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	-23.6%	-2,068,094
Year-to-Date Spec-Tran ridership change	-31.7%	-86,934
Year-to-Date Total Paratransit ridership change	-25.6%	-96,266

Note: CATA began reducing fixed route service on March 18. On March 23, CATA suspended all fixed route service and went to demand response only service. Fixed route and regular paratransit service began on a limited basis beginning May 4. A more robust service began on May 26. On June 15, CATA implemented regular fixed route summer service with the exception of Route 32. Fare free service was in place from March 18 to June 14. Fares were reinstated on June 15. Ridership substantially impacted by COVID-19 pandemic.

CATA's Monthly Ridership: FY 2019 & FY 2020



INFORMATION ITEM - FUEL PURCHASE FOR JULY 2020

The following lists our prices for diesel fuel for July 2020:

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
07/08/2020	\$1.4100
07/14/2020	\$1.3045
07/23/2020	\$1.3075
07/28/2020	\$1.3080
FY 2020 Current average per gallon fuel cost	\$1.33
FY 2020 Budget per gallon fuel cost	\$2.50

**CAPITAL AREA TRANSPORTATION AUTHORITY
LOCAL ADVISORY COMMITTEE
MEETING MINUTES
WEDNESDAY, June 3, 2020 - 3:30 p.m. CATA BOARD ROOM**

MEMBERS PRESENT: Deb Wiese (Chair) Kellie Blackwell
Lillie Mae Flannery George Hanley
J.J. Jackson Diana Paiz-Engle

MEMBERS NOT PRESENT: Kevin Brown, Geneva Smith, and Pat Cannon

CATA BOARD MEMBER: Doug Lecato

CATA PERSONNEL: Brad Funkhouser (@3:59 p.m.), Craig Frazier, Bethany Berdes, Dan Goodemoot and Roger Garza

GUESTS: Tim Sparks (Transdev), Deb Parrish and Gloria Banks

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:36 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF JUNE AGENDA

Diana Paiz-Engle motioned to approve the June 2020 agenda. George Hanley seconded the motion. Motion passed unanimously.

APPROVAL OF FEBRUARY MINUTES

Diana Paiz-Engle motioned to approve the February 2020 minutes. Kellie Blackwell seconded the motion. Motion passed unanimously.

LAC CHAIR COMMENTS

Chair Wiese stated the format of the meeting.

BOARD LIAISON REPORT – Doug Lecato

See attachment.

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT – Roger Garza

CATA has fourteen brand new cutaway buses with one still pending delivery and twelve Dodge Caravans. There will be a total of fifteen new cutaway buses and vans out on the street in the next couple of weeks.

Lillie Mae Flannery voiced her concerns and inquired about the safety measures being taken to protect riders from COVID-19.

Roger Garza stated that CATA has implemented capacity limits; vans may transport two passengers at a time while cutaways are allowed three passengers in wheelchairs. These new cutaways have also been modified per rider request and have had the half step removed.

George Hanley inquired about the operators' morale during this transition brought on by COVID-19.

Roger Garza stated that the operators are happy to be back on the summer schedule. They are also following CATA's safety regulations by wearing masks and adhering to social distancing. Operators that still do not feel safe have the option to stay at home.

Deb Wiese inquired about CATA's routes.

Roger Garza replied that all of the CATA routes are up and running except for the Grab-and-Go and Route 32.

Deb Wiese inquired about accepting fares.

Brad Funkhouser stated that CATA has been reducing the amount of hand-to-hand contact by implementing fare-free rides and using the back door on large buses. Starting June 15, 2020, CATA will begin accepting fares with a temporary barrier in place to protect operators.

CATA CEO REPORT – Brad Funkhouser

Before COVID-19, CATA had 45 to 50 thousand rides per day. Ridership then decreased to about 1,100 trips per day. CATA, along with the Ingham County Health Department, created a plan to protect all passengers, Operators and Mechanics during this pandemic. Office functions will be restored slowly over the next couple of weeks.

Deb Wiese inquired about disinfecting the Tranter office and the CTC.

Brad Funkhouser stated that CATA has partnered with the Ingham County Health Department to facilitate bus disinfecting, intermittent cleaning throughout the day and wipe downs of offices and buses.

CATA ceased operations March 23, 2020 before Governor Whitmer's Stay at Home Order went into effect.

CATA will not schedule an All-Operator Training this summer due to COVID-19. Instead, each department will create a PowerPoint that will run on the Day Room TV. Each operator will receive a packet to sign off on.

SERVICE QUALITY COMMITTEE – Diana Paiz-Engle

April 16, 2020 – phone meeting

Wait stop – Customer books a ride to a location. Customer leaves bus and enters facility. Bus waits for customer to return before continuing on to a second location.

CATA will have a pilot wait stop program for a month that will be comprised of LAC members. The parameters are below:

1. The duration of wait stop: 10 minutes for all clients except those with mobility disabilities, who will get an extended time of 15 minutes.
2. Number of wait stops: Trips will be limited to one wait stop and multiple trips may not be strung together with wait stops beyond a single wait stop.
3. Clients will pay \$2.50 for each leg of trips that include a wait stop.
4. If the client does not return to the vehicle within the time allotted for the wait stop, vehicles will be released and the trip will be considered a no-show. The client will have to contact CATA to reschedule the ride.
5. Vehicles will not enter a drive-thru. Clients have the option to enter a building or walk up to a drive-thru window.
6. This will begin as a month long pilot open to LAC members.
7. The pilot will tentatively begin at the beginning on each month after transportation is returned to regular operations and transportation restrictions are lifted. Craig will let us know and LAC members will be informed.
8. The pilot will be evaluated by on-time rates.

At the June meeting, the LAC approved a motion to pursue the recommendations of the Service Quality subcommittee to initiate a month long wait stop pilot program from July 1, 2020 thru July 31, 2020. The results of the pilot will be reported at the August 2020 meeting. LAC members will be participating in this pilot.

Deb Wiese motioned to approve the Wait Stop Pilot program. George Hanley seconded the motion. Motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

Craig Frasier stated that some of the LAC member's terms are about to expire; one (1) this month, two (2) in August, one (1) in October and two (2) more in December.

Deb Wiese suggested that the LAC discuss this issue at the August meeting.

It was noted that Lillie Mae Flannery's term expires in June and will go to the July Board meeting for approval.

George Hanley motioned to approve Lillie Mae Flannery's new three-year term on the LAC and J.J. Jackson seconded the motion. Motion passed unanimously.

MEMBER COMMENTS

None

PUBLIC COMMENTS

None

ADJOURNMENT

George Hanley motioned to adjourn and Diana Paiz Engle seconded the motion. Motion passed unanimously.

Chair Wiese adjourned the meeting at 5:07 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary

Reviewed by LAC Chair Deb Wiese

LAC Meeting

Wednesday June 3, 2020 - Board Liaison Report

February 19, 2019 Board Meeting – CATA’s Administrative Office

- I. Board approved the extension of the contract with Martin-Waymire through July 1, 2020; not to exceed \$49,500 for public relations services. Scope of work includes but is not limited to crafting a comprehensive crisis communication plan and strategy and other projects or public relations support as assigned or warranted.

March 18, 2020 Board Meeting – Canceled due to COVID-19 Governmental Restrictions

April 15, 2020 Board Meeting – Canceled due to COVID-19 Governmental Restrictions

May 20, 2020 Board Meeting – Via Zoom

- I. Board accepts CATA’s Financial Statements and Audit Report on Federal Awards for fiscal year 2018–2019 completed by Plant Moran. CATA’s Finance Department worked tirelessly and it showed. This was the most organized and well mitigated audit.
- II. Board authorized the disposal of one (1) small cutaway bus before the end of its useful life, due to an accident. The FTA and MDOT grant funds will be reinvested to purchase a replacement bus.
- III. Board authorizes the shift of existing funds in the amount of \$100,000 from Global Solutions Group contract to the Exelos contract. This will put the Exelos contract at \$206,560 and the total for Global Solutions Group at \$64,650. Exelos will allow CATA to further expand their IT landscape and support the use of technology by improving CATA’s ability to deliver services to their constituents.
- IV. The Board supported the aforementioned resolutions by the Executive Committee and the actions taken by CEO, Brad Funkhouser, AICP, to the suspension and subsequent restart of free-fare regularly scheduled services in conjunction with Governor Whitmer’s Stay at Home Executive Order. This collaboration allowed CATA to act fast in a very challenging time to make decisions that are best for the employees and the organization holistically.

Additional Board Activity

Next Board Meeting: Wednesday June 17, 2020 at 4pm EST via Zoom.